



STANDARDS OF APPRENTICESHIP
adopted by

J.R. SIMPLOT CO. (PASCO) INDUSTRIAL MAINTENANCE MECHANIC

(sponsor)

Skilled Occupational Objective(s):

INDUSTRIAL MAINTENANCE MECHANIC

DOT

638.281-014

Term

8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Committee Amended

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Standards Amended (review)

Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be the J.R. Simplot Company, Pasco, Washington.

II. MINIMUM QUALIFICATIONS:

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Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Applicants shall have passed their 18th birthday.**
- Education: **Applicants shall be a high school graduate or have a certificate of equivalence and shall submit suitable documentation verifying the same.**
- Physical: **Applicants must be physically capable of performing the work of this trade.**
- Testing: **None**
- Other: **Applicant must have completed the probationary hiring period and be listed as a J.R. Simplot Company Employee.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. The Pasco Plant reviews all position descriptions when major changes in responsibilities occur. In doing so we have found they accurately reflect position functions and are consistent for the same position from one work area to another. Hourly positions are reviewed in May/June during the plant wage survey.**

The J.R. Simplot Co. (Pasco) Industrial Maintenance Mechanic Apprenticeship Committee is not in any way serving as a referral agency.

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- 2. Job requirements will be validated by Pasco location. Special attention will be given to academic, experience, physical, and skill requirements to ensure that the requirements themselves do not constitute inadvertent discrimination. Job specifications will be made consistent for the same job type in all areas and free from bias in regard to race, color, religion, sex or national origin, age, disabled or veteran status. Where requirements screen out a disproportionate number of minorities or women as determined by Impact Ratio studies or other appropriate methods, professional validation of such job requirements may be sought. All persons desiring apprenticeship training under the J.R. Simplot Co. (Pasco) Apprenticeship Program shall make application at the employer's place of business (see Geographical Area Covered for address), and on becoming employed, and on recommendation of the employer will appear before the Apprenticeship Advisory Committee to be interviewed. At the time of the interview, the applicant shall be informed of the obligation to abide by the Standards established for the trade. Upon acceptance of the applicant, the Apprenticeship Advisory Committee shall make an evaluation based on the employer's recommendation and place the applicant in the program in the proper work experience and wage progression period and register the applicant with the Washington State Apprenticeship and Training Council.**
- 3. Combined efforts of Corporate staff and Paso management validate employee specifications for each job title in each department using only job performance criteria. These specifications are nondiscriminatory with respect to race, color, religion, gender, national origin, age, veteran's status, and disability. Salaried positions are validated by Corporate, while hourly positions are validated at the plant level.**
- 4. These validated position descriptions and employee specifications are available to all members of management involved in the recruiting, screening, selection and promotion process. Copies of position descriptions and employee specifications for job openings are available to all recruiting sources.**
- 5. The Pasco Plant will continue to periodically evaluate the total selection process to ensure freedom from bias and thus the attainment of goals and objectives. If it is determined that any selections techniques currently being used result in discrimination or exclusion of members of any protected group, they will be eliminated or validated.**
- 6. Particular attention will be given to female and minority representation, both from within and outside the Company.**
- 7. All personnel having any role in the selection process will be chosen with special care given to their qualifications for such roles, and will be provided**

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any necessary ongoing training to ensure that the selection processes remain nondiscriminatory.

B. Equal Employment Opportunity Plan:

- 1. Participation in workshops or career days conducted by Employment Security, School Districts, and/or other Community Based Organizations to increase apprenticeship program awareness of apprenticeship opportunities.**
- 2. Granting to all applicants, without prejudice, advance standing or credit for previously acquired experience, training, skills or aptitudes.**
- 3. Engage in other activities to ensure that the recruitment, selection, employment and training of apprentices is without discrimination based upon race, color, religion, national origin, sex, age, disability, or as otherwise specified by law. Some examples are:**
 - a. General publication of advertisements, industry reports, articles on apprenticeship opportunities and advantages.**
 - b. Use minority and female apprentices and journey-level workers as recruiters.**
 - c. Provide career counseling to prospective applicants.**
 - d. Periodically audit affirmative action programs to determine if goals are being met.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be eight thousand (8000) hours of reasonably continuous on the job training including the apprenticeship probationary period.

V. INITIAL PROBATIONARY PERIOD:

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All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period shall be the first one thousand six hundred (1,600) hours of apprenticed employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The ratio of apprentices to journey-level workers shall be one (1) apprentice to one (1) journey-level worker on each jobsite.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

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The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	65.9%
2	1001 - 2000 hours	71.6%
3	2001 - 3000 hours	78.6%
4	3001 - 4000 hours	83.3%
5	4001 - 5000 hours	86.9%
6.	5001 - 6000 hours	88.7%
7	6001 - 7000 hours	91.8%
8	7001 - 8000 hours	95.7%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Industrial Maintenance Mechanic</u>	<u>APPROXIMATE HOURS</u>
1. Familiarization	300
Any activity designed to familiarize apprentice with care, proper and safe use, nomenclature, and selection of tools and materials in the craft.	
2. Other Assignments.....	300
Housekeeping, safety and other informational meetings, including related activities.	
3. Bench Work.....	600
a. Filing	
b. Reaming	
c. Tapping	
d. Drilling	
e. Bench work related activities	
f. Pipe threading	
4. Power Transmission.....	1100
a. Bearing applications and installation	
b. Drive component application and installation	
c. Procedures for troubleshooting drive systems	
5. Understanding Layouts	800
a. Blueprint reading	
b. Leveling/alignment using precision equipment	
c. Maintenance fabrication	
d. Replacement of machinery	
e. Using precision instruments to include:	
f. Dial indicators	
g. Vernier scale	
h. Calipers	
i. Micrometers	
6. Welding and Burning Technique	600

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- a. Arc welding
 - b. Plasma arc
 - c. Tig welding
 - d. Mig welding
 - e. Gas welding
 - f. Gas cutting
7. Lubrication and Inspection.....300
- a. Familiarization with oils and greases
 - b. Specific applications, replacement, and disposal
 - c. Familiarization of computerized maintenance system
8. Hydraulics and Pneumatics500
- a. Application of theory and terminology
 - b. Repair, replacement, and installation
 - c. Troubleshooting
9. General Maintenance.....3200
- a. Maintain, troubleshoot, rebuild, replace, and modify related food industry equipment
 - b. Pumps and piping
 - c. Shop production tools; break, shear, punch press, etc.
 - d. Plant safety rules, lock out - tag out, confined spaces, hearing protection, and fall protection
 - e. Sheet metal work
10. Machine Shop300
- a. Key cutter
 - b. End mill
 - c. Sharpeners
 - d. Band saw
 - e. Thread cutter
 - f. Lathe

TOTAL HOURS: 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- () Private Technical/Vocational college
- (X) Training trust
- (X) Other (specify): **Approved plant training programs.**

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. The company will be responsible for payment or reimbursement for tuition and books for all supplemental training, GED classes, and any other training required for the apprenticeship program. Apprentice's time spent in supplemental training will not be paid.**
- 2. Any and all documentation accepted for past work history or experience must be presented to Apprenticeship Advisory Committee on former company letterhead and signed by an agent from former company. 6000 hours is the maximum hours that will be accepted for past work history or experience.**
- 3. Any individuals in the maintenance department before September 29, 1999 will not be allowed to advance until documentation of GED or high school is furnished to the Apprenticeship Advisory Committee.**
- 4. Testing for in-house supplemental training (TPC) will be done by authorized persons appointed by signature authority. Signature authority will be responsible for grading of any testing that may be required for in-house supplemental training. Upon the unavailability of the signature**

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authority, the Apprenticeship Advisory Committee Secretary and one journey-level worker from the Advisory Committee will be responsible for grading of any testing for in-house supplemental training.

5. Recording of hours worked in progress work record book will be maintained by the apprentice. The apprentice will submit a properly completed and signed work progress report weekly to the apprentice's lead, monthly to the apprentice's supervisor, and quarterly to the Apprenticeship Advisory Committee. These reports will be submitted on or before the 10th of the following month.
6. All apprentice's requesting upgrade/advancement are required to have a skill assessment completed by two journey-level workers and supervisor. If conflict arises pertaining to the assessment then another journey-level worker may participate with the skill assessment. It is the responsibility of the apprentice to notify supervisor that they are requesting an upgrade/advancement. All documentation for request for upgrade/advancement must be submitted to supervisor 10 days prior to monthly Apprenticeship Advisory Committee Meeting. Advancement will be made subject to approval of the Signatory Authority.
7. Apprenticeship Advisory Committee meetings will be held the first Thursday of every month at 6:30 a.m. Special meetings held by the Apprenticeship Advisory Committee will consist of discussions on special issues. Upgrades/advancements will be conducted on regular scheduled meetings, first Thursday of every month at 6:30 a.m. Special meetings will be held for upgrades/advancements only if the regular monthly meeting has been cancelled and special meetings held for upgrades/ advancements will only be held once in a month.
8. Related/Supplemental Training: The apprentice shall attend related/supplemental training classes not less than 144 hours per year, when available. Where not available, correspondences course or home study course, or a combination of classroom and home study course of equivalent value will be substituted as recommended by Advisory Committee and Authority Signature. In case of failure on the part of any apprentice to fulfill this obligation, the sponsor shall have authority to withhold apprentice's periodic wage advancement, suspend or cancel the Apprenticeship Agreement. Time spent in related/supplemental training classes shall not be considered as hours of work and the apprentice hour of work. 72 hours of Related/Supplemental training must be completed for 6 months or 1000 hours. If the apprentice does not meet related/supplemental hours required for 1000 hours, sponsor may suspend apprentice hours till requirement is meet.

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- 9. Test Board training for electrical apprentices will be accepted as related/supplemental training. The maximum related/supplemental training accepted for test board training will be 44 hours.**
- 10. Related/Supplemental training hours accepted for each Mechanical and Electrical home study course (TPC) will be 20 hours per book. Related/Supplemental hours will be credited upon receiving of passing score on the end of book test. Home study course (TPC) passing score will be 80%.**
- 11. Related/Supplemental training hours accepted for class room/home study course (RETA) for Industrial Refrigeration Apprentice's will be 50 hours credited after end of book test is passed and documentation of passing test is given to the Apprenticeship Advisory Committee Secretary.**
- 12. College classes criteria for absentees: Related/Supplemental training hours will not be granted if over three absences or occurrences accrue during a quarter. Leaving early and late will be counted as occurrences. (See State Guidelines 10g and 10I).**
- 13. Upgrade/advancements may be withheld if apprentice has written disciplinary action on file. Upgrade/advancement may be held until disciplinary action has been removed from file or as recommended and approved by Advisory Committee and Signature Authority.**
- 14. Any training materials lost or misplaced by the apprentice will be the apprentice's responsibility to reimburse Apprenticeship Advisory Committee for cost to replace training materials.**
- 15. All individuals coming into the apprenticeship program will need to be assessed to determine skill level, assessment will be done by two or more journey-level workers in craft, individual requesting upgrade/advancement after initial skill level has been set, individual has till end of probationary period (1600 hours) to supply documentation from past work history that may allow re-assessment. Once placed at skill level, all upgrades/advancements will follow apprenticeship program guideline.**

Requirements for upgrade/advancement are as such:

- a. Completed skills assessment (see guideline #6)**
- b. Completed evaluation by Lead or Supervisor**
- c. Verification of hours worked from payroll department**
- d. Documentation of Related/Supplemental training hours**
- e. Work Record Book properly completed and signed-off on (see guideline #5)**

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These guidelines shall not supersede any State Guidelines, Requirements or Regulations.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

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If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

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2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

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L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **PLANT**

The employer representatives shall be:

Scott Campbell, Maintenance Manager
5815 Industrial WA
Pasco, WA 99301

J.R. SIMPLOT CO. (PASCO) INDUSTRIAL MAINTENANCE MECHANIC

The employee representatives shall be:

**Washington State Apprenticeship and Training Council
Department of Labor and Industries
PO Box 44530
Olympia, WA 98504-4530**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NONE